



JAMES A. NOYES, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
www.ladpw.org

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

May 6, 2004

IN REPLY PLEASE

REFER TO FILE: **PJ-2**

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**VAN NUYS CIVIC CENTER CHILD CARE CENTER PROJECT
APPROVE APPROPRIATION ADJUSTMENT
APPROVE REVISED TOTAL PROJECT BUDGET
ADOPT AND ADVERTISE
SPECS. 5489; C.P. 77405
SUPERVISORIAL DISTRICT 3
3 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER THAT
YOUR BOARD:**

1. Approve the Appropriation Adjustment (Enclosure C) to increase the appropriation for the Van Nuys Civic Center Child Care Center Project (C.P. 77405) and Project and Facility Development fund.
2. Approve the revised total project budget of \$3,010,000 (Enclosure A).
3. Adopt plans and specifications for the construction of the Van Nuys Civic Center Child Care Center Project at an estimated construction cost of \$1,900,100 funded by Third District Discretionary and Extraordinary Maintenance Funds, and instruct the Executive Officer to advertise for bids to be received and opened on June 22, 2004, in accordance with the "Instruction Sheet for Publishing Legal Advertisements" (Enclosure B).
4. Authorize the Director of Public Works to execute a consultant services agreement with the apparent lowest responsible bidder to prepare a baseline construction schedule for a not to exceed fee of \$3,500 funded

by existing project funds and establish the effective date following Board approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow Public Works to solicit bids and to proceed with contractor selection for the Van Nuys Civic Center Child Care Center.

On April 15, 2003, your Board approved the Mitigated Negative Declaration and approved the demolition of the modular facilities that existed at the site. The demolition of the modular facilities was completed on July 16, 2003.

At completion of the design phase, Public Works obtained an opinion of probable construction cost from a professional construction cost estimator independent of the project architect, and it was determined that the project scope could not be funded within the project budget. Public Works and the Chief Administrative Office conducted a value engineering review to reduce costs. However, this effort identified very minimal cost savings over those already implemented, and it was concluded that any further scope reductions would adversely impact the child care services to be provided. Therefore, it is recommended that the project budget be increased by \$600,000.

The project also includes two additive bid alternates that may be included in the contract if favorable bids are received. The lowest bidder will be determined by adding the lump sum base bid and all additive alternates for a total lump sum bid. However, the final selection of additive alternates to be awarded will be at the discretion of the County. The additive alternates are estimated at a combined value of \$17,000 and include an oven and exhaust hood in the warming kitchen and a decorative tile-faced clock over the entry.

The proposed agreement with the apparent lowest responsible bidder to prepare a baseline construction schedule that conforms to the County's schedule specification is critical to successfully manage construction activities by both the contractor and the County, and a responsible contractor must be able to produce such a construction schedule. Bid specifications provide that if the apparent lowest bidder fails to complete an acceptable schedule, the Director may return to your Board to recommend that the bidder be determined nonresponsible and recommend awarding the construction contract to the next lowest responsible bidder, contingent on that bidder completing a baseline schedule that conforms to the County's specifications.

Implementation of Strategic Plan Goals

These actions meet the Strategic Plan Goals of Fiscal Responsibility and Children and Families' Well-Being as this is an investment in public infrastructure and will provide enhanced opportunities to assure good health and social well-being for children and families.

FISCAL IMPACT/FINANCING

The total project cost, including preparation of plans and specifications, plan check fees, demolition, construction, equipment, consultant services, miscellaneous expenditures, and County services, is currently estimated at \$3,010,000. Public Works' fair construction cost estimate for the project is \$1,900,100.

The recommended increase in the project budget from \$2,410,000 to \$3,010,000 addresses the following cost increases from our previous communication with your Board: \$433,635 of estimated market driven construction cost increases and additional demolition costs and \$166,365 in additional Architectural, Engineering and County Services for the value-engineering studies, cost estimating, and management of the project.

The enclosed appropriation adjustment reallocates \$2,600,000 in Third District Discretionary funds to the Van Nuys Child Care Center capital project (77405) and transfers \$2,000,000 and related revenue from the capital project to the Project and Facility Development budget to fund expenditures related to the Child Care Component of the East Valley Services Center.

This project is funded by Third District Discretionary and Extraordinary Maintenance funds.

The Van Nuys Civic Center Child Care Center Project Schedule and Budget Summary are included in Enclosure A.

Operational Financing

As with other County employee child development centers, a solicitation will be issued by the Chief Administrative Office to identify an experienced child development program operator. The successful respondent will have a track record of providing high quality and affordable child development services to children ranging in age from six weeks to six years. The facility will be made available to an operator on a rent-free basis. In

addition, daily janitorial, facility maintenance, and utility costs will be covered by a consortium of County departments with employees based in the Van Nuys area. As a result, the operator will not need to recover these facility-related costs through parent fees. This will make participation in the program accessible to a broader spectrum of County employees.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The project schedule has been extended to accommodate additional design and review elements. These elements included revisions to the building foundations to protect the existing communication duct bank along the southerly lot line, revisions to the site plan to reflect the demolition of the old modular structures, obtaining Department of Health Services approval of the kitchen design, and validation of the estimated construction cost through an independent estimating firm.

A standard contract, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included in the contract.

The project specifications contain provisions requiring the contractor to report solicitations of improper consideration by County employees and allowing the County to terminate the contract if it is found that the contractor offered or gave improper consideration to County employees.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for contract award, bidders will be required to attest their willingness to consider Greater Avenues for Independence Program/General Relief Opportunity for Work participants for future employment.

As required by your Board, language has been incorporated into the project specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees, about Board Policy 5.135, the Safely Surrendered Baby Law, and that they may be eligible for Federal Earned Income Credit under the Federal income tax laws.

Bidders will also be required to show full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Service Program).

To ensure that the contract is awarded to a responsible contractor with a satisfactory history of performance, bidders are required to report violations of the False Claims Act, their civil litigation history, and information regarding prior criminal convictions. The information reported will be considered before making a recommendation to award.

ENVIRONMENTAL DOCUMENTATION

On April 15, 2003, your Board adopted a Mitigated Negative Declaration for the project.

CONTRACTING PROCESS

On March 13, 2001, your Board awarded an architect/engineer agreement for design services to Landworth DeBolske Associates for a total not to exceed fee of \$122,330. On April 3, 2003, Public Works issued Supplemental Agreement 1 under delegated authority for \$8,770, increasing the total contract value to \$131,100. On December 3, 2003, Public Works executed Supplemental Agreement 2, under delegated authority, for \$6,785 increasing the total contract value to \$137,885. Funds were reallocated from County Services into the Plans and Specifications category for both supplemental agreements, so there was no change in the overall project budget.

Advertising for bids will be in accordance with the County's standard "Instruction Sheet for Publishing Legal Advertisement" (Enclosure B). Following receipt of bids, we will return to your Board for construction contract award.

As requested by your Board on February 3, 1998, this contract opportunity will be listed on the "Doing Business With Us" website.

Participation by Community Business Enterprises in the project is encouraged through Public Works' Capital Projects' CBE Outreach Program and by monitoring the good faith efforts of the bidders to use CBEs.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The project will have minimal impact on current services provided at the Van Nuys Civic Center because the majority of the construction work will be performed within the fenced project site. In addition, the specifications require the contractor to ensure public access to the adjacent civic center during the child care center construction.

The Honorable Board of Supervisors
May 6, 2004
Page 6

CONCLUSION

Please return one adopted copy of this letter to the Chief Administrative Office (Capital Projects Division) and Public Works.

Respectfully submitted,

JAMES A. NOYES
Director of Public Works

DAVID E. JANSSEN
Chief Administrative Officer

PG:jmg

<U:\general\others\Van Nuys CC\Administrative-Clerical\board letters\Adopt&Advertise.doc>

Enc. 3

cc: County Counsel
Department of Public Social Services (GAIN/GROW Program)
Office of Affirmative Action Compliance

May 6, 2004

ENCLOSURE A

**VAN NUYS CIVIC CENTER CHILD CARE CENTER PROJECT
APPROVE REVISED TOTAL PROJECT BUDGET AND
APPROPRIATION ADJUSTMENT
ADOPT AND ADVERTISE
SPECS. 5489; C.P. 77405**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date	Revised Completion Date
Award Design Contract	03/13/01*	
Execute Design Contract	03/29/01*	
Program	08/28/01*	
Enhanced Schematic	12/26/01*	
Construction Documents	04/17/03	09/15/03*
Jurisdictional Approvals	06/05/03	01/22/04*
Construction Award	08/19/03	07/20/04
Construction Start	09/09/03	08/09/04
Substantial Completion	08/24/04	06/06/05
Final Acceptance	10/25/04	08/08/05

*Actual Completion Date

II. PROJECT BUDGET SUMMARY

Budget Category	Approved Project Budget	Revisions to Budget Under Delegated Authority	Impact of this Action	Current Estimate
Land Acquisition	\$ 0	\$ 0	\$ 0	\$ 0
Plans and Specifications Program	\$ 5,000	\$ 0	\$ 0	\$ 5,000
Basic Design Services	105,770	2,410	0	108,180
Consultant Services	15,330	4,375	0	19,705
Reimbursable Services	5,000	0	0	5,000
SUBTOTAL	\$ 131,100	\$ 6,785	\$ 0	\$ 137,885
Plan Check/Jurisdictional Reviews	\$ 17,550	\$ 0	\$ 0	\$ 17,550
Construction				
Demolition	\$ 70,000	\$ 10,697	\$ 0	\$ 80,697
Construction Contract	1,503,050	(10,697)	407,747	1,900,100
Change Order Allowance	159,000	0	25,888	184,888
SUBTOTAL	\$ 1,732,050	\$ 0	\$ 433,635	\$ 2,165,685
Equipment	\$ 4,500	\$ 0	\$ 0	\$ 4,500
Other Consultant Services	\$ 72,660	\$ 0	\$ 0	\$ 72,660
Miscellaneous Expenditures	\$ 10,000	\$ 0	\$ 0	\$ 10,000
County Services	\$ 442,140	\$ (6,785)	\$ 166,365	\$ 601,720
TOTAL	\$ 2,410,000	\$ 0	\$ 600,000	\$ 3,010,000

May 6, 2004

ENCLOSURE B

**VAN NUYS CIVIC CENTER CHILD CARE CENTER PROJECT
APPROVE REVISED TOTAL PROJECT BUDGET AND
APPROPRIATION ADJUSTMENT
ADOPT AND ADVERTISE
SPECS. 5489; C.P. 77405**

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish this advertisement, once a week for two weeks in a weekly newspaper or ten times in a daily newspaper. Forward three reprints of this advertisement to Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, Eighth Floor, Alhambra, California 91803-1331.

**OFFICIAL NOTICE
INVITING BIDS**

Notice is hereby given that the Director of Public Works will receive sealed bids for furnishing, materials, labor, and equipment required to complete construction for the following work:

<u>SD</u>	<u>SPECS</u>	<u>PROJECT</u>	<u>BID DOC.</u> <u>FEE</u>	<u>DATE OF BID</u> <u>OPENING</u>
3	5489	Van Nuys Civic Center Child Care Center 14350 Sylvan Street Van Nuys, CA 91401	\$50	06/22/04

Copies of the project manual and drawings may be obtained at the Cashier's Office, Department of Public Works, First Floor, 900 South Fremont Avenue, Alhambra, California 91803, for the fee stated above. For bid information, please call Ms. Grace Stohs of Architectural Engineering Division at (626) 458-5114. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's Office before

10:45 a.m. on the date indicated. Bids will be publicly opened, examined, and declared by Public Works at 11:00 a.m. on this date in Conference Room D, First Floor, 900 South Fremont Avenue, Alhambra, California 91803-1331.

Bids must conform to the drawings and project manual and all bidding requirements. This project requires the prime contractor to possess a "B" license classification at the time of bid submittal. The contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.

PRE-BID CONFERENCE

Public Works will hold a pre-bid conference at 10:00 a.m. on Wednesday, June 9, 2004, at the project site located at 14350 Sylvan Street, Van Nuys, California 91401, to provide information on the project, bidding process, and address any questions that potential bidders may have. For further directions, please contact Ms. Grace Stohs with the Department of Public Works at (626) 458-5114.

OTHER INSTRUCTIONS

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code to contract with Community Business Enterprise.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical errors and discrepancies in bids submitted in the public's interest.

Si necesita información en español, por favor llame al Telefono (626) 458-2563.



Upon 72 hours notice, Public Works can provide program information and publications in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our main office in Alhambra (900 South Fremont Avenue), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our departmental ADA Coordinator at (626) 458-4081 or TDD (626) 282-7829, Monday through Thursday, from 7:00 a.m. to 5:30 p.m.



Con 72 Horas de noticia, el Departamento puede proveerle información y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para incapacitados. Además, documentación sobre el programa está disponible en nuestra oficina principal en Alhambra (900 South Fremont Avenue), la cual es accesible para individuos con incapacidades. Para solicitar adaptaciones SOLAMENTE, o para mas información del ADA, pongase en contacto con nuestro Coordinador del ADA del departamento al (626) 458-4081 o TDD (626) 282-7829, de lunes a jueves de las 7:00 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California,
dated May 18, 2004.

Specs. 5489

VIOLET VARONA-LUKENS, EXECUTIVE OFFICER
OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES

May 6, 2004

ENCLOSURE C

**VAN NUYS CIVIC CENTER CHILD CARE CENTER PROJECT
APPROVE REVISED TOTAL PROJECT BUDGET AND
APPROPRIATION ADJUSTMENT
ADOPT AND ADVERTISE
SPECS. 5489; C.P. 77405

APPROPRIATION ADJUSTMENT**

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENTDEPT'S.
No. 060

DEPARTMENT OF CHIEF ADMINISTRATIVE OFFICE

May 5, 2004

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

Van Nuys Civic Center Childcare Center Project
C.P. 77405
Supervisory District 3
3 Votes

SEE ATTACHED


Jan Takata, CAO

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF
ADMINISTRATIVE OFFICER FOR

ACTION

APPROVED AS REQUESTED

AS REVISED

✓
RECOMMENDATION

19

CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED):
BOARD OF SUPERVISORS

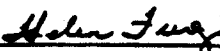
19

BY

DEPUTY COUNTY CLERK

AUDITOR-CONTROLLER

BY



No.

287

5-6

2004

SEND 6 COPIES TO THE AUDITOR-CONTROLLER

Van Nuys Civic Center Childcare Center Project
C.P. 77405
Supervisory District 3
3 Votes

Financial Sources:

Board of Supervisors
Services & Supplies
A01-BS-10010-2000
\$2,600,000 Decrease Appropriation

Capital Project-Variou
Childcare Facilities
Various Childcare Facilities (3)
Building and Improvements
A01-CP-77405-6014
\$2,000,000 Decrease Appropriation

Project and Facility Development
A01-PF-10190-9552
\$13,000 Increase Revenue

\$4,613,000

Financial Uses:

Capital Project -Various
Childcare Facilities
Various Childcare Facilities (3)
Building and Improvements
A01-CP-77405-6014
\$2,600,000 Increase Appropriation

Project and Facility Development
Increase Other Charges
A01-PF-10190-5500
\$2,000,000 Increase Appropriation

Capital Project-Variou
Childcare Facilities
Various Childcare Facilities (3)
Other Miscellaneous/CP
A01-CP-77405-9923
\$13,000 Decrease Revenue

\$4,613,000

BA # 287